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C O P Y

THIS BOOK DOES
NOT CIRCULATE

ADDENDUM

Between THE BOARD OF EDUCATION OF THE BOROUGH OF CARLSTADT

and THE CARLSTADT TEACHERS ASSOCIATION

Dated June 19, 1969

This Agreement entered into this 19th day of June, 1969, by and between the Board of Education of the Borough of Carlstadt, Bergen County, New Jersey, hereinafter called the "Board" and the Carlstadt Teachers Association, hereinafter called the "Association", is an Addendum to the agreement between the Board and the Association dated April 7, 1969.

In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE VIII

GRIEVANCE PROCEDURE

A. The purpose of this procedure is to secure at the lowest possible level that any claim by a teacher or the Association that there has been a violation, misinterpretation, or misapplication of any provisions of this agreement or any rule, order, or regulation of the Board may be processed as a grievance as hereinafter provided. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

B. Any teacher shall have the right to present his grievance through the process described in the following steps with assured freedom from any prejudicial action for himself or any other participant

in presenting his appeal or thereafter. He shall have the right to present his own appeal or to designate representatives of the Association or another person of his own choosing to appear with him or for him at any step in the appeal.

STEP 1. A teacher or teachers with a grievance shall first discuss it with his principal or immediate supervisor, either directly or through the Association, with the objective of resolving the matter informally.

STEP 2. If Step 1 is unsuccessful, the grievance will be submitted to the entire Executive Committee of the Association with a duplicate copy to the immediate supervisor involved.

a. If the Association's Executive Committee determines the grievance has merit, it will be referred to the Superintendent; or

b. If the grievance has no merit, the Committee will notify the teacher involved, with a copy to the supervisor involved.

c. A decision by the Association Executive Committee must be rendered within two school weeks.

STEP 3. The grievance with merit from Step 2 may be referred to the Superintendent in writing. The Superintendent upon receipt of the grievance report, shall attempt to resolve the matter as quickly as possible and shall meet with all involved parties within five school days. He shall then have ten school days to render his decision or refer the grievance directly to the Board.

STEP 4. If the grievance is not resolved with the Superintendent to the satisfaction of the teacher and the Association representa-

tive, the aggrieved teacher may request a review by the Board of Education. The Board shall review the case and then hold a hearing with all parties in interest present and shall render a decision within two calendar months.

ARTICLE IX

TEACHER EMPLOYMENT

A. Placement on salary guide for the experienced teacher applicant shall be determined by the Board with the Superintendent's recommendation.

B. The Board shall be notified of the teacher's intentions not later than the third Monday in March on forms to be supplied by the Board.

C. Teachers shall be notified by the Board of their contract and salary status for the ensuing year by the first Monday of April, unless an emergency arises, and signed contracts shall be returned to the Board within two weeks thereafter.

D. All personnel shall sign a school register daily. This register shall indicate the time of arrival at the school building and the time of leaving. Mechanics of the procedure shall be established by the central office.

E. The 1969-70 school year may contain up to 190 school days (with or without student attendance) and one picnic day if the need arises that would require the presence of teachers.

F. Teachers will be required to attend at least one meeting of the Mothers' Club, preferably their grade level.

ARTICLE X

TEMPORARY LEAVES OF ABSENCE

A. Teachers shall be entitled to the following temporary non-accumulative leaves of absence with pay each school year:

1. Up to five (5) days for leave because of death in immediate family (father, mother, sister, brother, spouse, child, or any member of the immediate household).

2. One (1) day for death of other relative.

3. Up to five (5) days for other emergencies of a personal nature.

B. Application to the Superintendent shall be made a week prior to the leave, except in the case of an emergency, and shall require a brief statement of reason for leave. The Board's approval is required.

ARTICLE XI

EXTENDED LEAVES OF ABSENCE

A. A leave of absence without pay for a school year, other than maternity, may be granted to any tenure teacher when he applies for said leave in writing to the Superintendent (i.e., medical leave, educational leave) and receives the Board's approval. Each request will be judged on its merit and availability.

B. A tenure teacher shall notify the Superintendent, in writing, of her pregnancy as soon as it is medically confirmed. Said teacher may request a maternity leave without pay and said leave shall be granted in accordance with Board policy.

1. Said leave shall become effective at the discretion of the Board.

2. Said leave shall commence on the date teacher ceases work and shall terminate one year from June 30 next ensuing.

C. Any female teacher adopting an infant child may receive leave similar to maternity leave.

D. Upon return from said leave, a teacher shall be restored to the proper step on the salary guide.

ARTICLE XII

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

A. Teachers who wish to qualify for graduate credits must have subject approval of the Superintendent before registering for the course.

B. The Board, administration, and teachers agree to cooperate in arranging in-service courses, workshops, conferences and programs designed to improve the quality of instruction. Such in-service programs will not detract from the educational program of the children.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

THE BOARD OF EDUCATION OF THE
BOROUGH OF CARLSTADT

BY: John P. Oblettiloff (signed)

ATTEST:

Albin A. Jordan (signed)
Secretary

(SEAL)

THE CARLSTADT TEACHERS ASSOCIATION

BY: Francis J. Legato (signed)

ATTEST:

Kasmiera Hryckiewicz (signed)
Secretary

(SEAL)